

DD/S&T-1610-63

9 October 1963

MEMORANDUM FOR: Assistant Directors: OSI, OEL,
ORD and OCS

SUBJECT: Approval and Coordination of Request for
Foreign Travel

REFERENCE: DD/S&T Instruction 22-1, 25 September 1963
Subject: Foreign Travel

1. Subsequent to the issuance of the referenced DD/S&T Instruction an opportunity has presented itself to reduce, at least in certain cases, the amount of paperwork previously conducted by Offices in obtaining approval to send employees abroad on TDY.

2. Prior practice has been in certain Offices to originate correspondence requesting approval to authorize the travel, and subsequent to the receipt of approval to prepare the necessary correspondence to forward to DD/P to coordinate the approved travel. By amending the provisions of Paragraph 4. of the instruction, the correspondence directed to DD/P for purposes of coordination can also serve as the document by which approval of the DD/S&T is obtained for the proposed trip.

3. Accordingly, when it is proposed to send a member of your Office on foreign TDY, please prepare correspondence addressed to DD/P containing the information requested in the referenced instruction. The correspondence should be addressed to the DD/P through the DD/S&T and signed by either the AD or a DAD. The correspondence should bear a concurrence line for signature of the DD/S&T. Correspondence should be initially sent to the DD/S&T, Room 3E13.

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Executive Officer
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